

## **NEW ELECTORAL ROLL 2019 – PROCESS NOTES**

The details of the procedure are contained in **rules 2(4)-(7) of the Church Representation Rules 2017**. The form which must be used to give **notice of the preparation of the new Roll** is set out in section 3 of **Appendix 1** to the Rules. Copies of this form are available for download at <https://www.parishresources.org.uk/pccs/apcms/>

The date which governs the timetable for the preparation of the new Roll is that of the Annual Parochial Church Meeting (“the annual meeting”). Under **rule 2(4)** the form of notice for the preparation of the new Roll must be completed and affixed, by the minister or under his/her direction, on or near the principal door of every church and every building licensed for public worship in the parish.

This must be done at least two months before the date of the Annual Meeting and the notice or notices must then remain in position for at least fourteen days. At every service on the two Sundays within the 14 days after the notice has been affixed, the person conducting the service must inform the congregation of the preparation of the new Roll. If no services are held in a particular church on either of those Sundays then this requirement is complied with by informing the congregation of the preparation of the new Roll at every service on the first Sunday when services are held in the church after the affixing of the notice.

The PCC must take reasonable steps to inform those on the existing Roll (other than those whose names could have been removed in any event in accordance with **rule 1(9)**) that the new Roll is being prepared and that if they wish to be entered on it they must apply for enrolment. Such a person will not be disqualified from entry on the Roll solely by reason of the fact that he/she has not habitually attended public worship in the parish during a six-month period prior to enrolment if he/she was prevented from doing so by illness or other sufficient cause.

Under **rule 1(2)** a person who wishes to have his or her name entered on the new Roll – whether or not his/her name is on the existing Roll – should apply for enrolment by completing the **application form set out in section 1 of Appendix 1** to the Rules. Forms can be downloaded from <https://www.parishresources.org.uk/pccs/apcms/>. The requirements which a person must satisfy to qualify for entry on the Roll are set out in **rule 1(2)**.

**Rule 2(4)** provides that the new Roll is to be prepared once the notice or notices required by that rule have been fixed (see above). Under **rule 2(6)**, the new Roll must be completed not less than fifteen nor more than twenty-eight days before the Annual Meeting. **Rule 2(7)** requires that upon completion of the Roll, a copy must be exhibited on or near the principal door of the parish church, in such manner as decided on by the PCC, for a continuous period of at least fourteen days before the Annual Meeting. During this period any errors or omissions in the Roll may be corrected, but – subject to that – no names may be added to the Roll until after the end of the Annual Meeting.

As soon as the copy of it is exhibited under **rule 2(7)**, the new Roll comes into effect and the previous Roll ceases to have effect.

As in any other year, the chairman, vice-chairman, secretary or electoral roll officer of the PCC must, pursuant to **rule 4**, **inform the Secretary of the Diocesan Synod before 1<sup>st</sup> June** of the number of names on the Roll as at the date of the Annual Meeting. This information will also be requested as part of the Statistics for Mission data. The request for Statistics for Mission goes out in February each year and the link to the form is as follows. <https://parishreturns.churchofengland.org/> A copy of the notification sent to the Secretary of the Diocesan Synod must be affixed at or near the principal door of each church and each building licensed for public worship in the parish and must remain there for at least 14 days.

With respect to Electoral Rolls and the General Data Protection Regulation 2018 (GDPR) you can find helpful advice at <https://www.parishresources.org.uk/news/gdpr-and-the-electoral-roll/>. In any case the National Church has confirmed that no revision of the electoral roll application forms is necessary to comply with GDPR – so the form in the links above is the same as in previous years.